

Table of Contents

Presented by Marilyn Moran

Statewide Merit Award Administrator

(916) 324-0522

marilynmoran@dpa.ca.gov

- 1. DPA Web Site – www.dpa.ca.gov**
 - Click on Employees then Benefits**
 - “Employee Benefits” page appears**
 - Scroll down to “Awards”**
 - 25 Year Service and Retirement Awards**
- 2. Merit Award Administrators Contact List**
- 3. Newsletter**
- 4. Form Std. 645**

1. **DPA Web Site – www.dpa.ca.gov**
 - **Click on Employees then Benefits**
 - **“Employee Benefits” page appears**
 - **Scroll down to “Awards”**
 - **25 Year Service and Retirement Awards**

Department of Personnel Administration - Home - Windows Internet Explorer

http://www.dpa.ca.gov/

File Edit View Favorites Tools Help

Department of Personnel Administration - Home

CA.GOV Department of Personnel Administration

Skip to: [Content](#) | [Footer](#) | [Accessibility](#)

Search

CA.gov DPA

DPA Home [Benefits](#) [Bargaining](#) [Salaries](#) [Job Info](#) [Personnel Policies](#) [DPA Info](#)

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HR MODERNIZATION

Quick Links

- State Jobs
- Holidays
- PMLs
- Awards
- Subscriptions
- Forms
- Publications
- Public Notices

Trees in Capitol Park

HR Staff **Employees** Other

- Benefits
- Leave Benefits
- Savings Plus
- Travel, Relocation, Reimbursements
- Training
- New Employee Orientation
- Employee Suggestion Program
- Managers & Supervisors
- Appraisals & Grievances

Latest News

- 05-21-2003: DPA encourages flexible approaches to State work during i-5 fix
- 05-08-2003: DPA releases revised State Restriction of Appointments manual
- 05-05-2003: Citizens Compensation Commission meets June 10 on elected officials' salaries
- Past news items.

Updated May 21, 2003 at 10:54 AM

Government Links

- State Personnel Board
- CalPERS
- Department of Finance
- State Controller's Office
- Public Employment Relations Board
- State Telephone Directory
- State Agencies Directory

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Back to Top | [Help](#) | [Download Free Readers](#) | [Contact Us](#) | [Site Map](#)

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http://www.dpa.ca.gov/menus/employees.htm

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6:51 AM

Department of Personnel Administration

Employee Benefits

Benefits Workshops

Attend a workshop to learn more about your benefit package.

Health, Dental, and Vision

- » [Health Insurance](#)
- » [Dental Benefits](#)
- » [Vision Program](#)
- » [California WorksWell Health Promotion Program](#)
- » [Long-Term Care Insurance](#)
- » [Rural Health Care Equity Program](#)
- » [COBRA Continuation Coverage](#)

Cash Benefit Programs

- » [FlexElect Accounts](#)
- » [Consolidated Benefits \(CoBen\)](#)
- » [Cash Options](#)

Disability Insurance

- » [Long-Term Disability Insurance for Excluded Employees](#)
- » [Non-Industrial Disability Insurance](#)
- » [State Disability Insurance \(SDI\)](#)
- » [Workers' Compensation](#)

Work, Home, and Family

- » [Employee Assistance Program](#)
- » [CalPERS Member Home Loan Program](#)
- » [Group Legal Services Insurance Plan](#)
- » [Pre-Tax Parking Reimbursement Account Program](#)
- » [ScholarShare College Savings Plan](#)

Beneficiary and Survivor Benefits

- » [Planning Ahead](#)
- » [Death Benefits](#)
- » [Basic Group Term Life Insurance for Excluded Employees](#)
- » [Travel and Accident Insurance for Excluded Employees](#)

Awards

- [Employee Suggestion Program](#)
- Medal of Valor Award
- [Superior Accomplishment Awards](#)
- 25-Year Service and Retirement

Retirement and Separation Benefits

- [Savings Plus Program](#)
- [Alternate Retirement Program](#)
- [PST Retirement Program](#)
- [Public Employees' Retirement System](#)
- [Partial Service Retirement](#)
- [Exempt Employee Information](#)

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Department of Personnel Administration

Employee Suggestion Program

If you have an idea to improve the State's operations and have not submitted the idea to the Merit Award Program, you may be missing out on receiving a substantial monetary award.

The Employee Suggestion Program is a formal system for rewarding employees who submit ideas that reduce or eliminate State expenditures and/or improve safety or the operation of State government. The Employee Suggestion Program is one of three separate award programs within the State Merit Award Program to recognize employee's contribution.

As a State of California employee or retiree, did you know that your ideas could reward you with cash in your pocket? The State's Employee Suggestion Program has been around since 1950. Thousands of suggestions from employees and retirees have been adopted, resulting in millions of dollars in savings to the State. Participation in the program is easy and awards can range from \$50 to \$50,000. Eligible ideas are those with a cost savings to the State and a documented:

- Improvement to State Operations,
- Increase in revenue,
- Elimination of safety hazards, and/or
- Improvement in procedures.

Information

- [Purpose and Authority](#)
- [Who can participate?](#)
- [What suggestions are eligible?](#)
- [What suggestions are not eligible?](#)
- [Sample suggestions](#)
- [How much can I earn from my suggestion?](#)
- [How do I submit a suggestion?](#)
- [What happens to my suggestion once it's submitted?](#)
- [What is the State Merit Award Board?](#)
- [How long will it take before I hear if my suggestion has been adopted?](#)
- [If my suggestion is adopted, when will I receive my award?](#)
- [Will I be taxed on my cash award?](#)
- [If I have more questions or need assistance in submitting a suggestion, who should I contact?](#)
- [Benefits Overview Training - Increase Your Paycheck! \(250 KB PDF\)](#)

Publications

- [Benefits Newsletter - November 2007 \(30 KB PDF\) | 67 KB Word Document](#)
- [Benefits Newsletter - November 2006 \(44 KB PDF\) | 72 KB Word Document](#)
- [Benefits Newsletter - April 2005 \(27 KB PDF\) | 60 KB Word Document](#)
- [Benefits Newsletter - April 2004 \(94 KB PDF\) | 119 KB Word Document](#)
- [Flyer for Active Employees \(75 KB Word Document\)](#)
- [Flyer for Retirees \(75 KB Word Document\)](#)
- [Win Big Money Poster \(70 KB PDF\)](#)

Forms

For Employees/Suggestors

→ [Employee Suggestion Form - STD 645 \(PDF\)](#)

For Evaluators

→ [Employee Suggestion Evaluation Report - STD 645A \(PDF\)](#)

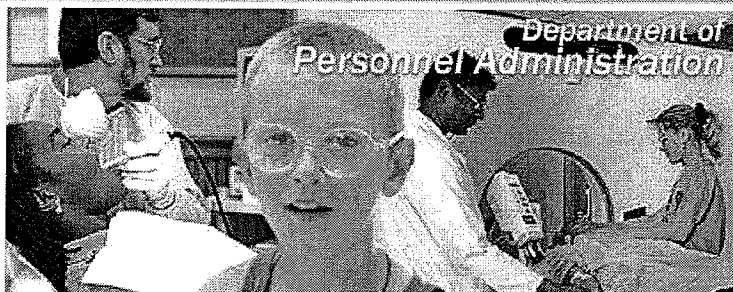
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Thursday, July 17, 2008

[DPA Home](#)[Benefits](#)[Excluded Employees](#)[Grievances & Appeals](#)[Job & Salary Info](#)[Labor Relations](#)[Legal Services](#)[Personnel Policies](#)[Savings Plus Program](#)[State Training Resources](#)[Related Resources](#)[General Benefit Information](#)[Benefits Training Registration](#)[Benefits News](#)[2007 Benefits Event Calendar](#)[Benefits Publications](#)[Forms](#)

Medal of Valor Awards

On December 4, 2007, Governor Arnold Schwarzenegger presented 31 State of California employees with Medals of Valor at the Crest Theatre. (To see a list of the 2007 Medal of Valor Awardees please use the link below).

The Medal of Valor is the highest honor the State can bestow upon its employees and is awarded to individuals who have performed an extraordinary act of heroism above and beyond the call of duty to save the life of another person or have risked their own lives to save someone. Although honorees typically include law enforcement officers, fire fighters, and lifeguards, the award also has been bestowed on State employees who did not work in hazardous positions but found themselves in situations where they risked their life to render assistance to someone in imminent danger.

Examples of the extraordinary acts of bravery displayed by the individuals honored at this year's ceremony include a Caltrans employee who rescued a man trapped in his vehicle following a massive mudslide, a Mental Health employee who prevented an attempted carjacking and robbery, a CHP officer who rescued a four-year old boy from a burning vehicle, and two Fish and Game employees who rescued a fellow Warden who was shot and wounded during a marijuana eradication detail.

The Medal of Valor Award Program is administered by the Department of Personnel Administration (DPA). Nominations are submitted by departments and agencies to DPA and recipients are honored annually in a public ceremony. There are two types of awards. The Gold Medal or Special Act Award represents an extraordinary act of heroism by a State employee extending far above and beyond the normal call of duty or service performed at great risk to his or her own life in an effort to save human life. The Silver Medal or Special Service Award represents an act of heroism by a State employee extending above and beyond the normal call of duty or service performed at personal risk to his/her safety to save human life or State property.

- ▶ [2007 Medal of Valor Awardees](#)
- ▶ [2006 Medal of Valor Awardees](#)
- ▶ [2003 Medal of Valor Awardees](#)
- ▶ [2001 Medal of Valor Awardees](#)

Related Forms

- ▶ [Special Act/Special Service Award Nomination Package](#)

Articles and Newsletters

- ▶ [Benefits News - April 2007 \(Word\) / \(PDF\)](#)

Related Links

- ▶ [Merit Award Program](#)
- ▶ [For More Information](#)

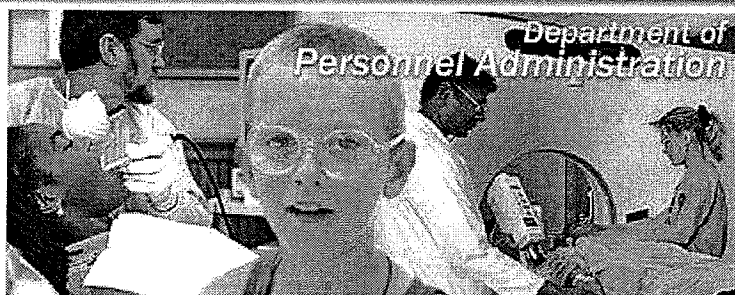
[Back to Top of Page](#)

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Thursday, July 17, 2008

[DPA Home](#)[Benefits](#)[Excluded Employees](#)[Grievances & Appeals](#)[Job & Salary Info](#)[Labor Relations](#)[Legal Services](#)[Personnel Policies](#)[Savings Plus Program](#)[State Training Resources](#)**Related Resources**[General Benefit Information](#)[Benefits Training Registration](#)[Benefits News](#)[2007 Benefits Event Calendar](#)[Benefits Publications](#)[Forms](#)**Superior Accomplishment Awards**

The Merit Award Program is also responsible for the administration of the Superior Accomplishment Awards. One award is for performance resulting in exceptional contribution to improving State government; another award is for Sustained Superior Accomplishment over a two year period. These awards are excellent tools for recognizing teams as well as individuals. Many State agencies have been using the Superior Accomplishment Awards to enhance their employees' morale. The Merit Award staff meets with agency Merit Award Administrators and provides them with extensive guidance about ways to use these incentive awards to benefit employees as well as the agency. Nominations for these awards must be submitted on a [Std. 278 - Superior Accomplishment Gift or Cash Award Recommendation](#).

In terms of specific areas of accomplishment, they may include the following topics:

An important contribution to science, research or development.

An unequalled personal effort in overcoming unusual difficulties or obstacles in the completion of a major project or task with substantial benefits to the State.

Completion of a major project or task in a significantly shorter period of time with substantial benefits to the State.

The Superior Accomplishment Award

This award is for performance by an individual or team of employees, which results in an exceptional contribution to improving state government.

For a silver award, an individual or team may receive an engraved walnut plaque or a certificate, and/or cash or gift award. The awards are from \$25 to \$250 per individual or team. Departments have the option of providing cash or equivalent gift awards. A gold award consists of an engraved walnut plaque and a cash or gift award from \$50 to \$500 per individual or team. The maximum amount allowable for this award is \$500. It would be rare that a group of individuals would receive a gold award, as this award is of such prominent degree that it merits recognition of the highest order.

The Sustained Superior Accomplishment Award

This award is for the sustained act of superior job performance over a two-year period, resulting in an exceptional contribution to the efficiency of state government.

The following parameters establish the maximum number of nominations for an award which can be made by participating departments:

<u>Employee Population</u>	<u>Maximum Annual Awards</u>
100	1
200	2
300	3

The maximum standard is one nomination per 100 employees. Departments may nominate fewer individuals.



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California Volunteers
Office of the Governor

At the discretion of the agency, the award consists of a framed certificate and/or gift or cash award of a minimum of \$25 up to a maximum of \$250 per individual or team. The agency is responsible for the design, purchase, and printing of certificates.

Related Links

- [Merit Award Program](#)
- [For More Information](#)

Related Forms

- [Std. 278 - Superior Accomplishment Gift or Cash Award Recommendation](#)

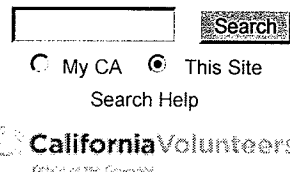
[Back to Top of Page](#)

[Printer Friendly Version](#)

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California Home

Thursday, July 17, 2008

[DPA Home](#)[Benefits](#)[Excluded Employees](#)[Grievances & Appeals](#)[Job & Salary Info](#)[Labor Relations](#)[Legal Services](#)[Personnel Policies](#)[Savings Plus Program](#)[State Training Resources](#)[Related Resources](#)[General Benefit Information](#)[Benefits Training Registration](#)[Benefits News](#)[2007 Benefits Event Calendar](#)[Benefits Publications](#)[Forms](#)

25-Year Service and Retirement Awards

This program was established by the Legislature to recognize State employees who have completed 25 or more years of service. There are two separate types of service awards. One recognizes employees who have 25-years of service, the Service Award; and the other recognizes employees upon retirement who have 25-years of service or more, the Retirement Award.

In 1999, the award purchase level was increased from \$75 to \$90. Department personnel may purchase mementos for eligible employees or retirees directly from the State's contractor, or purchase appropriate mementos from other sources. Please see the links below for additional information.

State employees with questions regarding their service and retirement award status, or about award purchase, should direct their questions to their Departmental Personnel Office. Personnel Offices can contact Marilyn Moran at 324-0522 for additional information.

25-Year Service Award:

A State employee with 25-years of completed State service, may be presented by the appointing power a certificate, plaque, or other suitable memento. The cost is not to exceed \$90. A framed certificate is provided with each 25-year award.

25-Year Retirement Award:

A retiring State employee with at least 25-years of service may receive the 25-year Retirement Award. A presentation may likewise be made to a retiring employee who on the date of his or her retirement had completed 25 or more years of State Services. Mementos are also available.

Employee Designation:

All State employees

References:

► [Govt. Code 19849.9](#)

Related Links

- [25 Year Award Brochure](#)
- [Retirement Award Brochure](#)
- [Ordering Instructions](#)
- [Contract Information](#)
- [Purchasing Authority](#)
- [Frequently Asked Questions](#)

Related Forms

► [Std. 65 - Purchasing Authority Purchase Order \(Acrobat Reader\)](#)



[Back to Top of Page](#)

[Printer Friendly Version](#)

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2. Merit Award Administrators Contact List

IMS	First Name	Last Name	Phone Number	E-mail	Department	Address	City	St	Zip Code
C-19	Belinda	Aldrete	916-323-6224	baldrete@oal.ca.gov	Administrative Law, Office of	300 Capitol Mall, Suite 1250	Sacramento	CA	95814
USM	Marisol	Ochoa	213-744-7459	mochoa@csomail.org	African American Museum	600 State Drive, Exposition Park	Los Angeles	CA	90037
D-06	Lynn	Nielsen	916-419-7591	lnielsen@cco.ca.gov	Aging, Commission on	1300 National Drive Ste. 173	Sacramento	CA	95834
D-05	Bettina	Lee	916-419-7529	blee@aging.ca.gov	Aging, Department of	1600 'K' Street	Sacramento	CA	95814
C-10	Dorothy	Kojima	916-651-7602	dkojima@alrb.ca.gov	Agricultural Labor Relations Board	915 Capitol Mall, 3rd Floor	Sacramento	CA	95814
B-04	Bertie	Mora	916-324-5289	bmora@arb.ca.gov	Air Resources Board	1001 'I' Street	Sacramento	CA	95814
C-29	Paula	Hutchinson	916-324-4397	phutchinson@adp.ca.gov	Alcohol and Drug Programs, Department of	1700 'K' Street, 3rd Floor	Sacramento	CA	95814-4037
G-10	Ed	Jimenez	916-419-2511	ed.jimenez@abc.ca.gov	Alcoholic Beverage Control, Department of	3810 Rosin Court, Suite 150	Sacramento	CA	95834
B-25	Del	Haws	916-445-4005	abcboard@abccappeals.ca.gov	Alcoholic Beverage Control Appeals Board	300 Capitol Mall Ste 1245	Sacramento	CA	95814
C-15	Paul	Mendoza	916-653-3038	paul.mendoza@treasurer.ca.gov	Alt. Energy & Advanced Transportation Financing Authority	915 Capitol Mall, Room 538	Sacramento	CA	95814
G-17	Pamela	Nowling	916-322-6390	pnowling@caartscouncil.com	Arts Council, California	1300 'I' Street, Suite 930	Sacramento	CA	95814
USM	Gloria	Dangerfield	323-558-5593	gloria.dangerfield@bhc.ca.gov	Baldwin Hills Conservancy	3578 - C Eastham Drive	Culver City	CA	90230
G-4	Debra	DeVerter	916-263-0842	ddeverte@dbw.ca.gov	Boating and Waterways, Department of	2000 Evergreen Street, Suite 100	Sacramento	CA	95815
USM	Capt. Patrick	Moloney	415-397-2253	pilots@earthlink.net	Board of Pilot Commissioners	Pier 9, Suite 102	San Francisco	CA	94111
USM	Tom	Morrison	916-263-0916	tom.morrison@dgs.ca.gov	Building Standards Commission	2525 Natomas Park Drive, Ste. 130	Sacramento	CA	95814
D-24	Kim	Anderson	916-445-0255	kima@bsa.ca.gov	Bureau of State Audits	555 Capitol Mall - Suite 300	Sacramento	CA	95814
B-19	Vicki	Schultze	916-323-5488	vschultze@bth.ca.gov	Business Transportation & Housing Agency	980 Ninth Street, Suite 2450	Sacramento	CA	95814-2719
B-36	Debbie	Mininfield	916-445-5802	debbie.mininfield@calwater.ca.gov	CALFED-Delta Program	650 Capitol Mall, 5th Floor	Sacramento	CA	95814
C-07	Terry	Miller	916-323-2504	tmiller@ccfc.ca.gov	(First 5) California Children & Families Commission	2389 Gateway Oaks Dr. Ste 260	Sacramento	CA	95833
USM	Monica	Ohta	916-325-3844	ohtam@calquake.com	California Earthquake Authority	801 K Street, Suite 1000	Sacramento	CA	95814
A-06	Lena	Brigner	916-263-1301	lbrigner@cgcc.ca.gov	California Gambling Control Commission	2399 Gateway Oaks Drive, Suite 100	Sacramento	CA	95833-4231
USM	Marisol	Ochoa	213-744-7459	mochoa@csomail.org	California Science Center	700 State Drive, Exposition Park	Los Angeles	CA	90037
A-34	Kay	Ryan	916-657-2693	kryan@cdpac.ca.gov	Child Development Policy Advisory Committee	1600 Ninth Street, Room 450	Sacramento	CA	95814
USM	Linda	Morris	916-464-5792	linda.morris@dcss.ca.gov	Child Support Service, Department of	P. O. Box 419064 (MS-20)	Rancho Cordova	CA	95741-9064
D-07	David	Hinchee	916-263-5340	dhinchee@chiro.ca.gov	Chiropractic Examiners, Board of	2525 Natomas Park Drive, Suite 260	Sacramento	CA	95833-2931
USM	Katie	Barrows	760-776-5026	kbarrows@cwco.com	Coachella Valley Mountains Conservancy	45-480 Portola Avenue	Palm Desert	CA	92260
USM	Lane	Yee	415-904-5207	lyee@coastal.ca.gov	Coastal Commission, California	45 Fremont Street, Suite 2000	San Francisco	CA	94105-2219
USM	Cindy	Martin	510-286-4340	cmartin@scc.ca.gov	Coastal Conservancy, State	1330 Broadway, Suite 1100	Oakland	CA	94612-2530
USM	Lori	Jones	818-500-1625x306	lajones@crb.ca.gov	Colorado River Board of California	770 Fairmont Avenue, Suite. 100	Glendale	CA	91203-1035
G-01	Nancy	Venable	916-323-0165	nvenable@ccco.edu	Community Colleges of California - Chancellor's Office	1102 'Q' Street	Sacramento	CA	95814
A-33	Linda	Cardoza	916-341-4361	lcardoza@csd.ca.gov	Community Services and Development, Department of	700 N. Tenth Street	Sacramento	CA	95814
C-25	Aimee	Shiroma	916-341-3177	aimée.shiroma@ccc.ca.gov	Conservation Corps, California	1719 24th Street	Sacramento	CA	95816
D-24	Stuart	Drown	916-445-2125	stuart.drown@lhc.ca.gov	Comm on State Gov't Org & Economy, Milton Marks*	925 'L' Street, Suite 805	Sacramento	CA	95814
USM	Mary	Wiberg	916-445-3173	mwiberg@women.ca.gov	Commission on Status of Women	1303 'J' Street, Suite 400	Sacramento	CA	95814-2900
A-51	Tiffany	Delaney	916-445-6847	tiffany.delaney@conservation.ca.gov	Conservation, Department of	801 'K' Street, 22nd Floor, MS 22-11	Sacramento	CA	95814
B-3	Sue	Morris	916-574-8327	sue_morris-hicke@dca.ca.gov	Consumer Affairs, Department of	1625 North Market Blvd Suite N-321	Sacramento	CA	95814
C14	Vickie	Ong	916-653-4090	vickie.ong@scca.ca.gov	Consumer Services Agency, State (Head Agency)	915 Capitol Mall, Suite 200	Sacramento	CA	95814
B-8	Sandy	Pratt	916-327-6635	spratt@sco.ca.gov	Controller Office, State of	P. O. Box 942850	Sacramento	CA	94250-5877
B-33	Fred	Topete	916-322-7548	ftopete@corp.ca.gov	Corporations, Department of	1515 'K' Street, Suite 200	Sacramento	CA	95814
					Corrections, Board - Ref to Corrections	600 Bercut Drive - Suite A	Sacramento	CA	95814
B-23	Kathleen	Appel	916-229-5104	kathleen.appel@cdcr.ca.gov	Corrections and Rehabilitation (CDCR)	P.O.Box 942883	Sacramento	CA	94283-0001
					Criminal Justice Planning - Ref to Emergency Services	1130 'K' Street, Suite 300	Sacramento	CA	95814
C-15	Paul	Mendoza	916-653-3038	paul.mendoza@treasurer.ca.gov	Debt Investment Advisory Commission	915 Capitol Mall, Room 538	Sacramento	CA	95814
C-15	Paul	Mendoza	916-653-3038	paul.mendoza@treasurer.ca.gov	Debt Limit Allocation Commission	915 Capitol Mall, Room 538	Sacramento	CA	95814
USM	Margit	Aramburu	916-776-2290	dpc@citilink.net	Delta Protection Commission	P. O. Box 530	Walnut Grove	CA	95690
A-29	Melissa	Bottofff	916-322-9001	mbottofff@dds.ca.gov	Developmental Services, Department of - Headquarters	1600 Ninth Street, MS Q	Sacramento	CA	95814
USM	Ruth	Richey	408-451-6170	rrichey@agnews.dds.ca.gov	Agnews Developmental Center, DDS	3500 Zanker Road	San Jose	CA	95134-2299
USM	Ann	Larsen	760-770-6248	alarsen@cs.dds.ca.gov	Canyon Springs Developmental Center, DDS	69-696 Ramon Road	Cathedral City	CA	92234
USM	Chris	Rochte	714-957-5131	crochte@fdc.dds.ca.gov	Fairview Developmental Center, DDS	2501 Harbor Blvd (Personnel Office)	Costa Mesa	CA	92626
USM	Betsy	Baires	909-444-7597	bbaires@jdc.dds.ca.gov	Lanternman Developmental Center, DDS	3530 W. Pomona Blvd.	Pomona	CA	91768
USM	Norris	Edwards	559-782-2904	pvperson@ocsnet.net	Porterville Developmental Center, DDS	P. O. Box 2000	Porterville	CA	93258
USM	Bill	Amor	530-822-7021	bill.amor@sv.dds.ca.gov	Sierra Vista Community facility, DDS	1251 Stabler Lane	Yuba City	CA	95993
USM	Karen	Litzenberg	707-938-6703	karen.litzenberg@sonoma.dds.ca.gov	Sonoma Developmental Center, DDS	P. O. Box 1493	Eldridge	CA	95431
A-24	Karin	AlipourFard	916-322-5550	kalipour@sccd.ca.gov	Developmental Disabilities, State Council on	2000 'O' Street, Suite 100, MS 19-38	Sacramento	CA	95814

IMS	First Name	Last Name	Phone Number	E-mail	Department	Address	City	St	Zip Code
C-23	Greg	Phath	916-319-0882	gphath@cde.ca.gov	Education, Department of	P. O. Box 944272	Sacramento	CA	94244-2720
C-15	Paul	Mendoza	916-653-3038	paul.mendoza@treasurer.ca.gov	Education Facility Authority	915 Capitol Mall, Room 538	Sacramento	CA	95814
USM	Rita	Avalos	916-322-8601	ravalos@eob.ca.gov	Electricity Oversight Board	770 'L' Street, Suite 1250	Sacramento	CA	95814
D-28	Karen	DeGuire	916-322-4336	karen.deguire@emsa.ca.gov	Emergency Medical Services Authority	1930 Ninth Street	Sacramento	CA	95814
P-04	Terry	Anderson	916-845-8338	terry.anderson@oes.ca.gov	Emergency Services, Office of	3520 Schriever Avenue	Mather	CA	95655
E-31	Gregory	Riggs	916-654-7014	greg.riggs@edd.ca.gov	Employment Development Department	800 Capitol Mall, MIC: 78	Sacramento	CA	95814
E-31	Barbara	Swinehart	916-327-5401	bswinehart@etp.ca.gov	Employment Training Panel	1100 'J' Street, 4th Floor, MIC: 64	Sacramento	CA	95814
F-01	Christina	Edwards	916-657-3825	cedwards@energy.state.ca.us	Energy Resources, Conservation & Develop Commission	1516 Ninth Street	Sacramento	CA	95814-5512
A-22	Hector	Gonzalez	916-445-1374	hgonzalez@oehha.ca.gov	Environmental Health Hazard Assessment, Office of	1001 'I' Street	Sacramento	CA	95814
B-4	Andrea	Lewis	916-322-7179	alewis@calepa.ca.gov	Environmental Protection Agency, EPA	1001 'I' Street	Sacramento	CA	95814
B-01	Barbara	Dingley	916-323-0990	barbara.dingley@boe.ca.gov	Equalization, Board of	P. O. Box 942879 MIC 68	Sacramento	CA	94279-0068
F-5	Susan	Vellutini	916-263-3029	svellutini@calexpo.com	Exposition and State Fair, California	P. O. Box 15649	Sacramento	CA	95852
D-11	Tyra	Gilmer	916-487-7227	tyra.golmer@dfefh.ca.gov	Fair Employment & Housing, Department of	2218 Kausen Drive Suite 100	Elk Grove	CA	95758
D-23	Gail	Ziese	916-323-2937	gziese@fppc.ca.gov	Fair Political Practices Commission	428 'J' Street, Suite 620	Sacramento	CA	95814
A-15	Maria	Ornelas	916-445-1986	maria.ornelas@dof.ca.gov	Finance, Department of	915 'L' Street - 6th Floor	Sacramento	CA	95814
USM	Aile	Adriano	916-324-9678	aadriano@dfi.ca.gov	Financial Institutions, Department of	1810 - 13th Street	Sacramento	CA	95811
A-43	Wes	Beardsley	916-657-2405	wbeardsley@dfg.ca.gov	Fish and Game, Department of	1416 Ninth Street, Room 1217	Sacramento	CA	95814
B-16	Mary Ann	Stumpf	916-653-8383	mstumpf@cdfa.ca.gov	Food and Agriculture, Department of	1220 N Street	Sacramento	CA	95814
A-45	Bill	Shaw	916-324-0205	bill.shaw@fire.ca.gov	Forestry and Fire Protection, Department of	P. O. Box 944246	Sacramento	CA	94244-2460
P-05	Lynell	Hansen	916-845-3815	lynell.hansen@ftb.ca.gov	Franchise Tax Board	P. O. Box 1468 MS A-185	Sacramento	CA	95812-1468
Z-1	Connie	M. Gon	916-376-5376	connie.gon@dgs.ca.gov	General Services, Department of	707 Third Street, 9th Floor	W. Sacramento	CA	95605
A-30	Yong	Kim	916-654-3454	ykim@chhs.ca.gov	Health and Human Services Agency, California	1600 Ninth Street, Room 460	Sacramento	CA	95814
					Health and Human Services Data Center- Refer to DTS	1651 Alhambra Bl.	Sacramento	CA	95816
C-15	Paul	Mendoza	916-653-3038	paul.mendoza@treasurer.ca.gov	Health Facilities Financing Authority	915 Capitol Mall, Room 538	Sacramento	CA	95814
A-22	Marion	Rinkel	916-440-7527	marion.rinkel@dhcs.ca.gov	Health Care Services, Department of	P. O. Box 997413 - MS1000	Sacramento	CA	95899-7413
G-20	Lisa	Paolini	916-375-2102	lpaolini@chp.ca.gov	Highway Patrol, California	860 Stillwater Road	W. Sacramento	CA	95605
USM	Wendy	Matsuda	916-263-6049	wendym@chrb.ca.gov	Horse Racing Board, California	1010 Hurley Way, Suite 300	Sacramento	CA	95825
D-29	Janice	Campbell	916-445-2251	jcampbell@hcd.ca.gov	Housing and Community Development	1800 Third Street, Room 407	Sacramento	CA	95814
C-33	Jackie	Riley	916-323-0518	jriley@calhfa.ca.gov	Housing Finance Agency, California	1121 'L' Street, Suite 700	Sacramento	CA	95814
USM	Michael	Collins	916-445-0142	secretary@calislc.org	State Independent Living Council	1600 'K' Street, Suite 100	Sacramento	CA	95814
USM	Janice	Rieger	415-703-3024	jrieger@dir.ca.gov	Industrial Relations, Department of	P. O. Box 420603	San Francisco	CA	94142
C-15	Paul	Mendoza	916-653-3038	paul.mendoza@treasurer.ca.gov	Industrial Dev. Financing Advisory Commission	915 Capitol Mall, Room 538	Sacramento	CA	95814
E-1	Teresa	Foster	916-492-3365	fostert@insurance.ca.gov	Insurance, Department of	300 Capitol Mall, Suite 1300	Sacramento	CA	95814
E-10	Laurie	Karlstad	916-341-6646	lkarlsta@ciwmb.ca.gov	Integrated Waste Management Board, California	P. O. Box 4025	Sacramento	CA	95812-4025
USM	Mehdi	Morshed	916-324-1541	mmorshed@hsr.ca.gov	Intercity High Speed Rail Authority	925 'L' Street, Suite 1425	Sacramento	CA	95814
D-8	Shary	Minard	916-324-5140	shary.minard@doj.ca.gov	Justice, Department of	1300 'I' Street, Room 820	Sacramento	CA	95814
USM	Debora	Larrabee	916-739-7084	dlarrabee@circ.ca.gov	Law Revision Commission	4000 Middlefield Road, Room D-1	Palo Alto	CA	94303-4739
B-30	Roch J.	LaCasse	916-341-8340	roch.lacasse@legislativecounsel.ca.gov	Legislative Counsel Bureau	925 'L' Street, Suite 900	Sacramento	CA	95814
E-29	Phyllis	Smith	916-651-8341	pmsmith@library.ca.gov	Library, California State	P.O.Box 942837	Sacramento	CA	94237-0001
D-20	Mark	Stuart	916-324-2095	mstuart@calottery.com	Lottery Commission, California State	600 North Tenth Street	Sacramento	CA	95811
F-007	Louise	Costa	916-327-8199	lcosta@dmhc.ca.gov	Managed Health Care, Department of	980 Ninth Street, Suite 500	Sacramento	CA	95814
A-34	Gina	Van Nes	916-445-2113	gvannes@mmib.ca.gov	Managed Risk Medical Insurance Board	1000 G Street Suite 450	Sacramento	CA	95814
A-16	Nancy	Patton	916-323-8217	nancy.patton@csdm.ca.gov	Mandates, Commission on State	980 Ninth Street, Suite 300	Sacramento	CA	95814
A-31	Gail	Willis	916-654-2531	gail.willis@dmh.ca.gov	Mental Health, Department of	1600 Ninth Street, Room 250	Sacramento	CA	95814
P-9	Patti	Ivashin	916-854-3678	Patti.ivashin@us.army.mil	Military Department	9800 Goethe Road	Sacramento	CA	95827
G-15	Jim	Merchad	916-657-5623	jmerchad@dmv.ca.gov	Motor Vehicles, Department of	2415 First Avenue, F110	Sacramento	CA	95818
USM	Debbie	Pilas-Treadway	916-653-4082	dpt_nahc@pacbell.net	Native American Heritage Commission	915 Capitol Mall, Room 364	Sacramento	CA	95814
USM	Ronald	Planesi	916-323-6544	rplanesi_calorn@comcast.net	California Career Resource Network	P. O. Box 1138	Sacramento	CA	95812-1138
C-26	Maris	Will	916-830-3639	willm@oig.ca.gov	Office of Inspector General	3927 Lennane Drive - Suite 100	Sacramento	CA	95834
C-26	Maris	Will	916-830-3639	willm@oig.ca.gov	Office Inspector General for Veterans Affairs	3927 Lennane Drive - Suite 100	Sacramento	CA	95834
A-34	Nate	Tucker	916-326-3265	ntucker@oshpd.state.ca.us	Ofc of Statewide Health Planning & Development (OSHPD)	1600 Ninth Street, Room 435F	Sacramento	CA	95814
S-1	Michele	Samonte	916-263-3267	michele.samonte@osi.ca.gov	Office of System Integration	2525 Natomas Park Drive, Ste. 100	Sacramento	CA	95833
A-50	Cathy	Croly	916-653-4319	ccrol@parks.ca.gov	Parks and Recreation, Department	One Capitol Mall, Suite 340	Sacramento	CA	95814
					Peace Officer Standards & Training - Ref to Corrections	1601 Alhambra Boulevard	Sacramento	CA	95816-7083

IMS	First Name	Last Name	Phone Number	E-mail	Department	Address	City	St	Zip Code
D-22	Marilyn	Moran	916-324-0522	marilyn.moran@dpa.ca.gov	Personnel Administration, Department of	1515 'S' Street North Building, Ste 400	Sacramento	CA	95814
E-9	Armando	Hidalgo	916-653-0155	ahidalgo@spb.ca.gov	Personnel Board, State of	801 Capitol Mall - MS-66	Sacramento	CA	95814
B-13	Naomi	Fualau	916-445-3882	nfualau@cdpr.ca.gov	Pesticide Regulation, Department of	P. O. Box 4015	Sacramento	CA	95812-4015
C-15	Paul	Mendoza	916-653-3038	paul.mendoza@treasurer.ca.gov	Pollution Control Financial Authority	915 Capitol Mall, Room 538	Sacramento	CA	95814
D-18	Marc	Irish	916-322-8002	mirish@cpec.ca.gov	Postsecondary Education Commission, California	770 L Street, Ste.1160	Sacramento	CA	95814
E-18					Prison Industry Authority - Ref to Corrections	560 East Natoma Street	Folsom	CA	95630-2200
C-41	Raquel	Correa	916-445-5447	correa@ospd.ca.gov	Prison Terms Board of - Ref to Corrections	1515 'K' Street, Suite 600	Sacramento	CA	95814
A-44	Andrea	Lugo-Thielen	916-795-1471	andrea_lugo-thielen@calpers.ca.gov	Public Defender, State	801 'K' Street, Suite 1100	Sacramento	CA	95814
D-12	Eileen	Potter	916-322-3112	epotter@perb.ca.gov	Public Employees' Retirement System, CA	400 'Q' Street, Room W2580	Sacramento	CA	95814
USM	Linda	Cook	916-449-5591	linda.cook@cdph.ca.gov	Public Employees' Relations Board	1031 - 18th Street	Sacramento	CA	95814
USM	Cathy	Hopper	415 703-1364	cah@cpuc.ca.gov	Public Health, Department of	P. O. Box 997377, MS 0500	Sacramento	CA	95899-7377
G-24	Anthony	Majewski	916-440-7878	tmajewski@orea.ca.gov	Public Utilities Commission	505 Van Ness Avenue, Room #2004	San Francisco	CA	94111
G-24	Catherine	Petry	916-227-0846	catherine_walkner-petry@dre.ca.gov	Real Estate Appraisers, Office of	1102 Q Street, Suite 4100	Sacramento	CA	95814
B-22	Benita	Burgoa	916-558-5512	bburgoa@dor.ca.gov	Real Estate, Department of	2201 Broadway	Sacramento	CA	95818
A-38	Patty	Lee	916-654-9055	patty.lee@resources.ca.gov	Rehabilitation, Department of	2000 Evergreen Street	Sacramento	CA	95815
USM	Mamie	Lai	415-352-3638	mamiel@bcdc.ca.gov	Resources Agency	1416 Ninth Street, Suite 1311	Sacramento	CA	95814
USM	Valerie	Thompson	626-458-4315	vtompson@rmc.ca.gov	San Francisco Bay Conservation & Development Comm	50 California Street, #2600	San Francisco	CA	94102
USM	Candace	Rogers	559-253-7324	sjrconservancy@psnw.com	San Gabriel & Lower Los Angeles Rivers & Mts Conserv	900 South Fremont Ave., Annex #2	Alhambra	CA	91803
USM	Rorie	Skei	310-589-3200	skei@smmc.ca.gov	San Joaquin River Conservancy	5469 E. Olive	Fresno	CA	93727
C-15	Paul	Mendoza	916-653-3038	paul.mendoza@treasurer.ca.gov	Santa Monica Mountains Conservancy	5750 Ramirez Canyon Road	Malibu	CA	90265
C-15	Paul	Mendoza	916-653-3038	paul.mendoza@treasurer.ca.gov	Scholarshare Investment Board	915 Capitol Mall, Room 538	Sacramento	CA	95814
D-15	Leonard	Larson	916-654-9919	llarson@ss.ca.gov	School Finance Authority	915 Capitol Mall, Room 538	Sacramento	CA	95814
D-4	Karen	Cogan	916-263-0583	cogan@stateseismic.com	Secretary of State	1500 - 11th Street - Training Office	Sacramento	CA	95814
A-24	Nancy	Lee	916-654-5888	nancy.lee@dss.ca.gov	Seismic Safety Commission	1755 Creekside Oaks Drive, Suite 100	Sacramento	CA	95833
USM	Aaron	Lum	415-565-1550	aalum@scif.com	Social Services, Department of	744 'P' Street, MS 17-11	Sacramento	CA	95814
USM	Ron	Quintana	562-590-5286	quintar@slc.ca.gov	State Compensation Insurance Fund	1275 Market Street	San Francisco	CA	94103
F-14					State Lands Commission, California	200 OceanGate, 9th Floor	Long Beach	CA	90802-4331
USM	Robin	Moore	916-526-7950	rmoore@csac.ca.gov	Stephen P. Teale Data Center (refer to Technology Svc)	3101 Gold Camp Drive	Rancho Cordova	CA	95670
USM	David	Gregproci	530-543-6014	dgregorich@tahoecons.ca.gov	Student Aid Commission	P. O. Box 3210	Rancho Cordova	CA	95671-3210
C-15			916-653-3038	paul.mendoza@treasurer.ca.gov	Tahoe Conservancy, California	1061 3rd Street	S. Lake Tahoe	CA	96150
A-9	Crista	Hill	916-322-3459	chill@ctc.ca.gov	Tax Credit Allocation Committee	915 Capitol Mall, Room 538	Sacramento	CA	95814
F-11	James	Musante	916-229-3927	jmusante@calstrs.ca.gov	Teacher Credentialing, CA Commission on	1900 Capitol Avenue	Sacramento	CA	95814-4213
T-1	Rebecca	Morales	916-322-7342	rmorales@dtsc.ca.gov	Teachers Retirement System, State (STRS)	7667 Folsom Blvd., MS-34	Sacramento	CA	95826
USM	Judy	Rapoza	916-464-1039	judy.rapoza@dts.ca.gov	Toxic Substance Control, Department of	1001 'I' Street, 11th Floor	Sacramento	CA	95814
					Technology Services, Department	3101 Gold Camp Drive	Sacramento	CA	95817
F-17	Bill	Terrell	916-262-2977	bterrell@ots.ca.gov	Technology Trade & Commerce Agency (abolished)	1102 'Q' Street, Suite 6000	Sacramento	CA	95814
B-15	Teresa	Favila	916-653-2064	teresa_favila@dot.ca.gov	Traffic Safety, Office of	7000 Franklin Blvd. Suite 440	Sacramento	CA	95823-1820
B-15	Raymond	Fish	916-227-9803	raymond_fish@dot.ca.gov	Transportation Commission, California	1120 'N' Street, MS 52	Sacramento	CA	95814
C-15	Paul	Mendoza	916-653-3038	paul.mendoza@treasurer.ca.gov	Transportation, Department of (CALTRANS)	1727 - 30th Street. MS#7	Sacramento	CA	95816
A-25	Ingrid	Azvedo	916-263-3554	ingridA@cuiab.ca.gov	Treasurer's Office, State of	915 Capitol Mall, Suite 538	Sacramento	CA	95814
C-15	Paul	Mendoza	916-653-3038	paul.mendoza@treasurer.ca.gov	Unemployment Insurance Appeal Board Ca (CUIAB)	2400 Venture Oaks Way, Suite 400	Sacramento	CA	95833
B-10	Lisa	Reich	916-653-2097	lisa.reich@cdva.ca.gov	Urban Waterfront Area Restoration Financing Auth. (NEW)	915 Capitol Mall, Room 538	Sacramento	CA	95814
USM	Hazel	Phillip	707 944-4552	hazel.phillips@cdva.ca.gov	Veterans Affairs, Department of	1227 'O' Street, Room 105	Sacramento	CA	95814
D-30	Karen	Borba	916-491-3806	kborba@vcgcb.ca.gov	Veterans Home of Ca - Yountville	110 California Drive	Yountville	CA	94599-1414
G-8	Juan	De La Fuente	916-341-5095	jdelafuente@waterboards.ca.gov	Victim Compensation & Government Claims Board	630 K Street	Sacramento	CA	95814
A-36	Vicki	Price	916-651-6077	vprice@water.ca.gov	Water Resources Control Board, State	1001 'I' Street, 18th Floor	Sacramento	CA	95814
					Water Resources, Department of	1416 Ninth Street, Room 305	Sacramento	CA	95814
					Wildlife Conservation Board - Refer to Fish and Game	1416 Ninth Street, Room 1217	Sacramento	CA	95814
					Youth and Adult Corr Agency - Refer Corrections	1100 - 11th Street, 4th Floor	Sacramento	CA	95814

3. Newsletter

BENEFITS NEWS

An Information Publication for State of California Employees

2008 Governor's State Employee Medal of Valor Awards State Merit Award Program

Are you a hero or do you work with someone who acted courageously to help another human being? If yes, we really want to hear from you!

The Governor's State Employee Medal of Valor Award is presented to employees for their courage, despite danger to themselves, on or off duty, and the program is administered by the Department of the Personnel Administration (DPA). Last year, Governor Arnold Schwarzenegger presented Medal of Valor Awards to 31 State employees at a special afternoon ceremony honoring them for their heroic acts. That evening, Awardees joined the Governor and First Lady, Maria Shriver, at the annual lighting of the Governor's "Tree of Heroes" Ceremony, where a special ornament with each awardee's name was placed.

The Medal of Valor awards were established in 1959 to recognize individuals for heroism above and beyond the normal call of duty. Examples of heroic acts in the past have been entering a burning house to save someone's life; rescuing people trapped in a vehicle or under water; or foiling an attempted robbery or carjacking.

Do you know of someone who should be nominated for this prestigious award? Please contact your department or agency's Merit Award Administrator or Rita Maningo, Manager, Merit Award Program at 916-327-4024. The deadline to submit nominations to DPA is September 1, 2008.

Two Types of Awards

There are two types of Medal of Valor awards:

The Special Act (Gold Medal) is given for an extraordinary act of heroism by a State employee extending far above and beyond the normal call of duty or service performed at great risk to his/her own life in an effort to save human life.

The Special Service (Silver Medal) is given for an act of heroism by a State employee extending above and beyond the normal call of duty or service performed at personal risk to his/her property.

Three Step Nomination Process

1. Nominations must be reviewed and signed by your Department/Agency Director/Commissioner. Nomination packets, featuring instructions and a fill and print DPA 012 form, can be downloaded from DPA's website at www.dpa.ca.gov/benefits/merit/dpa012.pdf.
2. Your Department's Merit Award Administrator (MAA) must submit the completed and signed packet to DPA, Benefits Division, Merit Award Program for final review and approval.
3. Once approved, your Director will be notified and award ceremony arrangements will begin.

Example of Past Awardees

A Department of Conservation Engineering Geologist rescued two passengers from a car that was sinking off shore in Lake Mendocino.

Department of Fish and Game Lieutenant and Warden rescued a fellow Warden who was shot and wounded during a marijuana eradication detail.

Department of Forestry and Fire Protection (CAL FIRE): two Fire Fighters and a Fire Captain rescued and evacuated a mother and son trapped in a burning house.

A Department of Mental Health Psychiatric Technician prevented an attempted carjacking and robbery.

A Department of Motor Vehicle Office Services Supervisor rescued an unconscious man from a burning vehicle.

A California Highway Patrol Officer saved a woman and stopped a suspect from a hostile knife attack.

A Department of Transportation Equipment Operator rescued a woman trapped in her vehicle on a steep embankment for 14 hours.

Additional Information

For additional information about the Governor's State Employee Medal of Valor Awards Program, go to DPA's website at www.dpa.ca.gov (Information for Employees - click on Benefits, Awards, Medal of Valor, Special Act/Special Service).



For More Information

DPA Benefits Division
(916) 322-0300

Dental Program
(916) 324-0525

Drug Testing Program
(916) 324-9386

**Employee Assistance Program
MHN (Managed Health Network)**
1-866-327-4762

FlexElect Program
(916) 327-6429

**Group Legal Services Plan
ARAG®**
1-866-762-0972

Group Term Life Insurance Plan
(916) 324-0533

Health Promotion Program
(916) 324-9398

**Long-Term Disability Insurance
Plan**
(916) 324-0533

Merit Award Program
(916) 324-0522

Pre-Tax Parking
(916) 324-0526

Rural Health Care Program
(916) 327-1439

Savings Plus Program
1-866-566-4777
www.sppforu.com

SDI/FMLA
(916) 324-2763

State-Owned Housing Program
(916) 327-1438

**Travel & Relocation and
Vanpool Programs**
(916) 324-0526

Vision Service Plan
1-800-877-7195

**Workers' Compensation
Program**
(916) 445-9792

DPA Fax Numbers

Benefits Division
(916) 322-3769

Savings Plus Program
(916) 327-1885

Internet Address

www.dpa.ca.gov

4. Form Std. 645

AFTER FIVE DAYS RETURN TO

U.S. POSTAGE
OR INTER-
DEPARTMENTAL
MAIL


EMPLOYEE SUGGESTION PROGRAM

IDEAS PAY OFF !

MOISTEN FLAP AND SEAL HERE
BEFORE SEALING BE SURE FORM IS SIGNED


SUGGESTIONS ARE IDEAS TO . . .

IMPROVE:




Cooperation	Public relations
Forms	Quality
Health	Sanitation
Methods	Tools
Output of machines	Working conditions
Property protection	Workmanship

DEVISE:



New applications	New procedures
New designs	New tools
New equipment	New systems
New methods	Safety practices

ELIMINATE:



Accidents	Fire hazards
Bottlenecks	Hand operations
Breakage	Inventory shortages
Costs	Red tape
Delays	Spoilage
Duplication	Time losses
Fatigue	Waste

EMPLOYEE SUGGESTION

STD. 645 (REV. 7/2007) PAGE 2

PLEASE READ INSTRUCTIONS

AND THE PROGRAM RULES ON THE ATTACHED PAGE.

Please type or print with pen in black or dark blue ink only, do not use pencilDO NOT WRITE IN THIS SPACE
SUGGESTION NUMBER

CHECK ONE: (REFER TO ROUTING INSTRUCTIONS ON OPPOSITE PAGE)

My idea will affect:

☐

One department only

☐

Multiple departments

Enter name(s) of department(s) below.

SUBJECT TITLE-DESCRIPTION IN A FEW WORDS

IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS

THE WAY
IT IS
NOWTHE WAY
I SUGGEST
IT SHOULD
BEWHAT MADE
ME THINK
OF THIS
SUGGESTIONADVANTAGES
OF
MY IDEA

EMPLOYEE(S) NAME(S) (Last, first, middle initial)

DEPARTMENT (Include work location address)

CIVIL SERVICE TITLE (Please spell out)

EMPLOYEE(S) E-MAIL ADDRESS (Work or Home)

RESIDENCE ADDRESS (Number, street)

(City)

(State)

(ZIP)

POSITION NUMBER

OFFICE
PHONE

PUBLIC NUMBER

CALNET NUMBER

IN CONSIDERING MY SUGGESTION (Check one)

☐

YOU MAY DISCLOSE MY NAME

☐DO NOT DISCLOSE MY NAME UNLESS
SUGGESTION IS ADOPTED*The use by the State of California of my
suggestion shall not form the basis of a
further claim of any nature upon the
State of California by me, my heirs or
assigns.*SIGNATURE - EACH SUGGESTER
(NOT ACCEPTABLE IF UNSIGNED)

DATE



EMPLOYEE SUGGESTION

STD. 645 (REV. 7/2007) PAGE 3

WANT EXTRA CASH?

Submit your suggestion following the instructions below.

Cash awards for adopted suggestions shall not be less than \$50 or more than \$50,000. Awards of more than \$5,000 will be granted only upon approval by concurrent resolution of the Legislature.

NEED HELP WITH YOUR IDEA?

Your supervisor is always available—it's still your suggestion and you get full credit. Although you do **NOT** have to secure supervisory approval or submit your suggestion through channels, your supervisor may be able to assist you in making your idea a better one. You may also contact your department's Merit Award Administrator for general information.

HOW TO COMPLETE YOUR SUGGESTION

1. Type or print, using black or dark blue ink, and enter the required information in the spaces at the bottom of the form. Illegible suggestions will be returned. (Your suggestion must reproduce on copy equipment.)
2. Use a separate form for each idea.
3. Indicate whether your idea affects a single department or multiple departments.
4. Give a short title which you think will best identify the subject of the suggestion.
5. Explain the existing or previous method or condition.
6. Describe your idea in sufficient detail to enable review without requesting additional information. This is your suggestion—make it tell your story—show how it can be done.
7. Explain the advantages that will result. When there will be tangible benefits, estimate the amount and explain how you arrived at this figure—this is your opportunity to "sell" your idea.
8. Explain what circumstances made you think of this suggestion.
9. Submit a sketch or sample if it will clarify your proposal. If the suggestion affects a form, attach a copy of the latest revision and a copy of your proposed change.
10. Sign the suggestion form in the proper space. If there are co-suggesters, signatures and other identifying information is required of each.

HOW TO ROUTE YOUR SUGGESTION

Fold and seal the suggestion form. Route via interdepartmental or U.S. Mail as follows:

If you checked:

"One Department Only": Route your suggestion directly to that department's Merit Award Administrator.

"Multiple Departments": Route your suggestion directly to your department's Merit Award Administrator to determine the one department that has the authority to implement your suggestion.

NOTE: A listing of departmental Merit Award Administrators is available from your department's Merit Award Administrator or the State Merit Award Program.

WHAT HAPPENS TO YOUR SUGGESTION?

You will receive an acknowledgement receipt of your suggestion. The suggestion, if acceptable, will be referred for evaluation. You will receive periodic updates on the status of your suggestion. The complexity of a suggestion or the need for extensive testing may necessitate a longer evaluation period.

Following the evaluation of your suggestion, adoption or nonadoption will be recommended. If your idea is implemented and you meet eligibility requirements, you will receive a cash award with a certificate. Whether adopted or not, you will receive a copy of the evaluation report(s).

If your suggestion was evaluated by multiple departments, you will receive a copy of each department's evaluation. If your suggestion is adopted by a department other than the department in which you are employed, the adopting department will forward a copy of the evaluation to your department for determination of eligibility and processing of the award.

EMPLOYEE SUGGESTION

STD. 645 (REV. 7/2007) PAGE 4

SUGGESTION PROGRAM RULES*(For complete rules see Article 4, Department of Personnel Administration Regulations)***What Is A Suggestion?**

A suggestion is a proposal by one or more employees or by members of quality groups who are eligible to participate, which will reduce or eliminate State expenditures or improve the operation of State Government. To qualify for consideration, a suggestion must do more than call attention to a problem; it also must set forth a constructive solution.

Who May Participate?

Every active or retired State employee is eligible to participate in the employee suggestion program, except employees of the University of California or State Colleges.

Co-Suggesters

When two or more suggesters submit a jointly conceived idea for consideration, they may share equally in any award approved. Multiple suggesters must list names, addresses, titles, signatures, etc., on plain paper and attach to the suggestion form.

Your Award

You may receive an award of up to 20% of the net annual savings or benefits resulting from the adoption of your suggestion, with the maximum award amount being \$50,000. If tangible savings cannot be identified, an award for improved procedures may be given. The maximum award for an improved procedure is \$150. If your suggestion affects the safety of State employees or the public you may receive an improved safety award, up to a maximum of \$1,000.

A suggestion must be placed into effect before it can be considered for an award.

Eligibility for Awards

Awards will not be granted when:

The suggestion pertains to a subject assigned to the suggester for research, development or solution or which the employee has a clear and specific responsibility to offer as part of normal job requirements.

The suggestion is considered to be a duplicate of one previously submitted within the last twelve months.

The suggestion is submitted more than six months after the idea was placed in effect.

Unacceptable Suggestions

Some suggestions will not be accepted for consideration. These are ones which:

Are unsigned or written in pencil.

Express personal grievances.

Recommend studies, surveys or reviews.

Recommend changes in pay or classification.

Give only unsupported personal preferences.

Advocate increased new taxes or fees or creation of additional revenue by imposition of an inequitable or unjust tax.

Involve terms and conditions of employment which are subject to the collective bargaining process under the Ralph C. Dills Act.

Recommend corrections in spelling, grammar or mathematical calculations.

Appeals and Reconsideration

If your suggestion is not adopted and you are dissatisfied with the reasons for nonadoption, you may appeal the decision within one year from the date of the rejection. You must submit additional or supplemental information which was not previously covered or which points out an error in the evaluation report.

You retain rights to your suggestion for a period of three years from the date of the rejection. If your suggestion is placed in effect during this three-year period, you may request reconsideration of your suggestion. It must be established that your suggestion was in some degree *responsible* for implementation before an award can be made.

Submit your appeal to either the Merit Award Administrator of the single evaluating department, or to the State Merit Award Program if the suggestion involves multiple departments.

In cases where a dispute arises between you and the adopting and/or employing State agency concerning your eligibility to receive an award, you may forward your suggestion to the Merit Award Program for review. Include all documentation concerning your suggestion and a duty statement if available.

Enter the title (subject) of your suggestion and the date signed below, then detach and keep this sheet for your record.

ENTER TITLE OR SUBJECT

DATE SIGNED